

**DPS&C - Youth Services, Office of Youth Development
Funding Application
FREQUENTLY ASKED QUESTIONS**

1. When will we get our contract?

Fully executed contracts will be sent to providers when all signatures and approvals have been obtained.

2. Can we be paid for services provided before we get our contract?

Services provided within the contract beginning and end dates and in accordance with the terms and conditions of the contract will be paid upon approval of the YS Deputy Undersecretary.

3. If we are unsure how to respond to questions in the application packet, can we get assistance from DPS&C - Youth Services staff?

Please submit all questions in writing via e-mail to aprimes@oyd.louisiana.gov or fax to (225) 287-7931, Attn. Contracts Manager.

4. Is there someone in my area who can tell me what types of services are needed in my area?

Frequent contact between providers and the regional office is encouraged. The regional office should be contacted to provide guidance and assistance in determining the needs to be addressed by the provider's proposal. This contact should occur prior to the completion of your proposal and continue throughout program operation. For the regional office in your area access the DPS&C Youth Services website:

<http://www.oyd.louisiana.gov/documents/District%20Offices%20and%20Regions.pdf>

5. If the proposal signifies a June 30 ending date, can we request an extension?

Requests to extend the end dates of a contract must be presented in writing and will require a contract amendment. Until the amendment is fully executed, providers should not provide services outside of the contract period.

Funding is awarded based on the State fiscal year which runs July 1 to June 30. If funds allocated to the contract will not be used within the designated contract period, contact your contract monitor immediately. Any request for extension will be evaluated but is not guaranteed. Any unused funding at the end of the fiscal year will revert to the State General fund and will no longer be available to DPS&C Youth Services. All funding for future fiscal years is contingent on appropriation by the Louisiana Legislature.

6. What types of projects should we propose for summer programs?

Some examples of past projects are summer camps, substance abuse counseling, anger management, tennis camp, parenting classes, gang awareness programs, mentors, tutoring, family counseling/preservation, educational field trips for domestic violence victims, respite care, leadership training, restorative justice programs, career planning and placement, arts classes, self-esteem building, character development, impulse control, rehabilitation services and juvenile justice system education. Programs should be creative, realistic, attainable and cost effective. Proposals are not limited to past activities.

7. What is a budget narrative?

The Funding Application contains a budget form that requires the division of the program budget into expenditure categories. The budget narrative describes in detail the nature and need of each expenditure category and how each dollar amount was derived. High scoring proposals have budgets that are reasonable and focus the resources on youth. Examples-

DO

Travel will be used for staff going to the youth and families to conduct in-home counseling. This is necessary in order to provide services to families and youth who do not have access to public transportation or have their own transportation.

The top 10 youth successfully completing the program while making the greatest pre/post test academic change will be sent to the Annual Leadership Conference hosted by the organization in Shreveport, LA. Youth will be chaperoned by program staff. Each year the organization provides scholarships to deserving youth that cover the cost of their meals, lodging and transportation.

Expenditure Category	YS Funding Requested	Other Funding
Travel		
Travel to and from youth homes for in-home counseling:		
3 staff members for 500 miles @ \$.40/mile	600	
Educational field trips to Audubon Zoo for 40 youth, 5 staff members:		
Bus operations	500	
Leadership Conference in Shreveport reward for 10 youth selected by staff:		
Registration (\$250/each)	2500	
Lodging/Meals/transportation match		2500
Chaperones (4)		1600
TOTAL	3600	3100

DON'T

Travel and Training (YS/Organization)	6700
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8. Because I do not currently have a contract with DPS&C Youth Services, I do not have insurance to transport youth in a vehicle. How do I send you a copy of this when it is not something I would purchase until after securing a contract?

Include a statement asserting the intent to purchase insurance upon award of a contract. The contracting process will not be completed until an actual certificate of insurance is provided. The amounts required are contained in the application packet.

9. Are contract employees included in the budget in salary or contracted services category?

If the provider pays taxes and related benefits for the contract employee, then the amounts should be included in those respective categories on the budget form. If the provider pays a flat fee for services to the contract employee, the amount goes in the contracted services category.

10. What is the difference between per diem, unit of service, and actual reimbursement?

Per diems are arrived at by taking the program budget and allocating it evenly to each day of service. This type of reimbursement requires the submission of sign-in sheets with the invoice showing daily attendance.

Actual reimbursement will be paid only for expenditures incurred and supported by the submission of documentation proving payment. Documentation includes, but is not limited to invoices, copies of cancelled checks and general ledger reports.

Unit of service reimbursements are billed based on a uniform measure of service delivery such as hours, sessions, flights, cycles and are paid upon completion of the unit being measured. This type of reimbursement requires the submission of sign-in sheets with the invoice showing attendance.

A provider may request one or more types of payment, depending on the services provided. DPS&C Youth Services will determine the form of reimbursement based on the proposal. The payment method will be clearly stated in the contract issued. **It is important that providers carefully read the payment terms section of the contract and notify DPS&C Youth Services of any issues prior to full execution of the contract. Any change to this section will require the execution of a contract amendment prior to changes taking effect and can delay reimbursements.**

11. How do payments work?

Payments will be issued within 15 days of receipt of an invoice. Accounts Payable staff reviews the invoice and required documentation for completeness, accuracy, verification of attendance and/or the amount of actual expenditures. Any items not in agreement with the approved proposal budget and contract payment terms will be disallowed. The invoice is then submitted to DPS&C- Youth Services Deputy

Undersecretary for approval. Upon approval, the necessary electronic documents are completed and payment is issued through the Division of Administration, Office of Statewide Reporting and Accounting Policy.

Providers may elect to receive payment through mail (paper check) or electronic fund transfers. Paper checks are run in a nightly cycle on Mondays and Thursdays and mailed on Tuesdays and Fridays, except holidays. Electronic fund transfers are run each week night and sent to the **State's bank** each morning, except weekends and holidays. The actual time it takes to leave the State's bank and arrive in the provider's account varies by banking institution. The normal process takes 1-5 days. To enroll in electronic funds transfer, access the Division of Administration, Office of Statewide Reporting and Accounting Policy's website <http://www.doa.louisiana.gov/osrap/EFTforWebSite.pdf> for EFT information, instructions and the enrollment form.

12. Can funding be used to continue an existing project?

Payment cannot be issued for cost of goods and/or services incurred outside of the contract start and end dates. In some cases, an applicant can request funding for an existing program that is losing funding or for which funding is not sufficient. Funding cannot be used to supplant funding from another source. Please remember that existing projects must meet the standards set forth in the application and funding announcement, i.e., evidence-based practices, performance driven outcomes, cost effectiveness, address an identified need.

13. Should we create a sign in sheet for services or does DPS&C - Youth Services provide these?

If your proposal indicates the need for a sign-in sheet, one will be mailed to you with the fully executed contract, as well as the invoice format to be used. Please use the forms provided and **do not alter** them. The forms have been developed to speed processing and ensure needed information is gathered.

14. Should outcome information be provided for an entire program or only that part funded by DPS&C - Youth Services?

The answer may depend upon the project being funded. If the outcomes for the components funded through DPS&C - Youth Services can be isolated and identified, provide only those. If not, indicate that all required outcomes will be reported outcomes regardless of funding and the reason outcomes cannot be separated. The staff will review the proposal and will contact the provider for clarification as needed to obtain satisfactory outcome measures.

15. What is meant by "reenter" or "enter" the juvenile justice system?

DPS&C – Youth Services must report recidivism data to the Division of Administration, Office of Planning and Budget as a measure of the agency's performance. These terms are used to show that youth were either diverted from formal juvenile justice system interaction (did not "enter" the system) or did not re-

offend (“reenter” the juvenile justice system on a new charge) for 18 months after completion of the program. This data is tracked by DPS&C - Youth Services.

16. Can we receive travel reimbursement for transportation of youth to our program?

Yes, at state travel rates found in PPM49 Travel Policy found on the Division of Administration, Office of State Purchasing, State Travel office website at <http://www.doa.louisiana.gov/osp/travel/traveloffice.htm>.

17. What if our planning board is not in operation?

If a planning board is not in operation in your service area, please make a notation in your proposal.

18. Can we include renovations to our building?

State Law requires that acquisitions purchased with state funds revert to the state upon completion of the program. Therefore, most capital outlay projects are not allowable, i.e., the construction of facilities. Minor renovations can be included in if warranted to develop the program. Please clearly detail all such requests in the budget narrative.

19. Is funding going to be annual and competitive each year?

All funding is subject to legislative appropriation. Some programs will be funded through an annual competitive application process while others will be renewed based on need, available funding and satisfactory performance.

20. Am I required to purchase insurance (auto) for a million dollars if I only transport youth on field trips occasionally.

Yes. This is necessary to protect the interests of youth, families, the provider and the State.

21. I am being paid cost reimbursement. What if I need to revise my budget during the term of my contract?

If you are being paid on an actual cost reimbursement basis, you will need to contact the YS Central Office and request a Budget Revision Form. You may submit this request via e-mail to aprimes@oyd.louisiana.gov and/or mstribling@oyd.louisiana.gov, or by fax to 225-287-7957, Attn: Contracts Manager.

23. If I want to offer more than one type of program, do I describe all of my programs on one application form, or do I complete a different application form for each program?

A separate application form should be completed and submitted for each program being offered.